

How to update your Outlook signature.

If you use Outlook to access your email on a University Windows computer then you should now be able to include the new signature that will update the banner on your signature automatically and apply by default the University's recommended signature

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1. Updating signature in Outlook 2013:

Once you opened Outlook:

- 1. Click on "File" and click "Options"
- 2. Click on "Mail" and Then Signatures



3. Select "UniversitySignature" and in the box below update the details as necessary and select to use as your default signature for "New messages" and "Replies/forwards" as required before clicking OK twice to confirm.

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le <u>c</u> t signature to edit	Choose default signature
	E-mail account: @exeter.ac.uk
UniversitySignature	New messages; (none)
	Replies/ <u>T</u> orwards: (none)
Delete New Save	Rename
li <u>t</u> signature	
Job Title	
University of Exeter	
Ext:	
www.exeter.ac.uk	
Building name, Address line 1, Address lin	ne 2, City, County, Postcode
UNIVERSITY OF	

4. The new signature should then be applied to your emails and the banner highlighted will then be updated centrally when it changes.

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Clipboard 🗔		Basic Text	Ea.	Names	Include		Tags	r⊒ Zoon	n Apps	^
From - Example @exeter.ac.uk										
Send	То									
	Cc									
	Subject									
Universii Ext: 0000 www.ex Example	ty of Exeter) eter.ac.uk Building, Ex	ample Addre	ess Line 1,	Example City, Ex	kample Postcode					
10	NIVERSITY	OF								
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If you need any further assistance with this then please contact the $\underline{\mathsf{SID}}$